

To: Soils Design Section Engineer  
Subject: S2 Submittal (project number and description)

RE: S2 Submittal  
County:  
Project:  
PIN:

S2 Memorandum: [location of the PDF file](#)

S2 sol file: [location of the SOL file](#)

Aerial Photos: [location of the PDF file](#)

KML File: (optional: [location of the KML file](#))

With this submittal, Soils Design will clear the S2

*Send this email to the Soils Design Engineer identifying the information above (as links).  
Also, identify, for the Soils Design Engineer, the following individuals by email address:*

*To: Design Section Engineer, District Engineer*

*Cc: Office of Design Engineer, Office of Design Asst Engineer-Development, Office of Design Asst Engineer-Support, Asst. District Engineer., District Construction Engineer, Office Director of the Office of Location and Environment, Wetlands Section Supervisor, Cultural/Historic Resource Team Leader, Office Director of the Office of Right of Way; Right of Way Design Supervisor; Right of Way Acquisition Team Leader, Photogrammetry Engineer, Survey Supervisor, Road Side Development Supervisor, Office of Construction- Construction Engineer, Design Section Asst Engineer, Design Section Technician, Asst. Soils Design Engineer, Yourself, and those others in Soils Design that worked on the S2 (Borrow Selection or Stability).*

*The Soils Design Engineer will insert the names/email ids into the To: and Cc: and delete that which is in italic.*